



# JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

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## PERSONNEL SPECIALIST

\$2,602 - \$4,067

HUMAN RESOURCES MANAGEMENT DIVISION  
SACRAMENTO

### RESPONSIBILITIES:

Under the general supervision of the Personnel Supervisor I, the incumbent will perform a wide variety of difficult and complex duties within the personnel transactions field; interpret and apply personnel related laws, rules, policies, procedures, and bargaining contracts to personnel appointments, payroll, benefits, and attendance records. The incumbent must be organized, have the ability to perform well in a deadline-oriented position, have good verbal and written communication skills, and be customer service oriented.

### DESIRABLE QUALIFICATIONS:

- Must have technical knowledge of transactions and strong interpersonal skills;
- Ability to handle multiple priorities and a wide range of duties;
- Experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Possess the ability to resolve complex problems over the telephone;
- Experience in working with HRIS Attendance Reporting System; and,
- Good computer skills with a working knowledge of Microsoft Office software.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Personnel Specialist level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

### APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Personnel Specialist 413-191- 1303- 008" on the State Application.** For additional information, please call (916) 492-3351 or e-mail [brownt@insurance.ca.gov](mailto:brownt@insurance.ca.gov).

**FINAL FILING DATE:** September 27, 2012 – Close of Business (5:00 pm)

**NOTE:** Interested individuals must submit their application by the final filing date in order to ensure consideration for this position.

**NOTE:** This position was previously advertised. If you have already applied for this position, you do not have to resubmit your application and resume.

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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